



*Maryland Department of Planning  
Maryland Historical Trust*

*Martin O'Malley  
Governor  
Anthony G. Brown  
Lt. Governor*

*Richard Eberhart Hall  
Secretary  
Matthew J. Power  
Deputy Secretary*

**PROCEDURES FOR DEVELOPING A PERPETUAL DEED OF EASEMENT**

To develop a mutually acceptable final draft easement for your review, we will need the following items:

1. A Certificate of Title, following the enclosed outline, to which are attached liens, encumbrances, rights-of-way upon the property.
  2. A copy of the most recent recorded deed(s) for the property by which the present owner(s) acquired title to the property.
  3. A legal (metes and bounds) property description (if not in the deed) for the easement property in paragraph form.
  4. A scaled site plan or plat locating the building(s) footprint(s) and identifying the metes and bounds on it, as described in the written legal property description.
  5. The appropriate contact person(s), their address and daytime telephone number for us to work with on the preparation of the easement.
  6. Any plans that you might have for the land or the improvements, now and in the future. For instance, let us know that you do not want to allow any construction on the property, or that you might want to construct an addition or a new building on the property. If agreeable to both parties such conditions may be written into the easement.
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- ✓ The Trust will prepare all photographic exhibits for the easement. A site visit will be necessary for the photography and will be arranged at a time and date most convenient for you.
  - ✓ Both your and our attorneys will need to review and approve of the draft easement prior to the preparation of a final easement.

*For more information, please contact Elizabeth Schminke, Administrator of Easement Programs, at (410) 514-7632 or by email at [bschminke@mdp.state.md.us](mailto:bschminke@mdp.state.md.us).*